THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES
APPLICATION FOR ACCESS TO HUMAN RESOURCES SYSTEMS – M350

Please note: **BEFORE** applying for Alesco you require Central administration network access obtained via your local IT support: http://www.is.uwa.edu.au/it-help/local-support

SECTION 1 - DETAILS OF APPLICANT

☐ New Access ☐ Update of Access *(if moving to a new position)* ☐ Additional Access *(within the same position)*

Surname _____ Given Names _____

Job Title _____ Staff Number _____

School/Faculty _____ Phone _____

SECTION 2 - SELECT APPLICATION(S) *User guide location: www.hr.uwa.edu.au/hr*

☐ Web Alesco/Discoverer* ☐ Use same access as _____

* Discoverer is an intuitive ad-hoc query, reporting, analysis, and Web-publishing tool that summarises Alesco data.

☐ Web reports (previously known as HR Departmental Reports) - **Please select one of the following**

- ☐ Level 1 Approver
- ☐ Level 2 Approver - if acting in role please enter end date _____ *(dd/mm/yy)*
  - ☐ Default role (used for escalation process)
- ☐ Reader

☐ Processing via the web – Data Entry Only *(Casual Timesheet entry & Contract Extension, Allowance entry)*

- ☐ Upload to Alesco*

* Upload to Alesco authorises the applicant to make payments to all staff within the School/Faculty. All payments must be in accordance with current General and Academic Staff Agreements.

SECTION 3 - SECURITY ACCESS

** **REQUIRED FIELDS**

** Business unit(s) _____

** Access expiry _____ *e.g. 31-Dec-2010 or Ongoing*

☐ Total University *(Access is restricted to certain members of Central Administration)*

SECTION 4 - COMPLETED BY DEAN/HEAD OF SCHOOL

I confirm the above applicant is entitled to access personnel-related data for the above BU(s) to complete his/her official duties.

Name _____ Title _____

Signature _____ Date *(dd/mm/yy)* _____

SECTION 5 - COMPLETED BY APPLICANT

I, _____ agree to abide by the 'Conditions of Access' stated on the ITS application form and that requests for information regarding employees (other than from the employee concerned, the Dean or Head of School/Centre), must be referred to Human Resources.

Signature _____ Date *(dd/mm/yy)* _____

HR USE ONLY

Username _____ Group _____ Grant Level _____
Position No _____ Menu _____ Domain _____

☐ Security File ☐ Web Reports
☐ User informed? ☐ Web Processing

Data Access: ☐ General ☐ C level ☐ Range _____

Date Completed _____ Verified _____ Date _____
Incident No INC _____ Authorised _____ Date _____